

**SCOPE OF WORK OF HOUSEKEEPING SERVICES FOR INTERNAL AREA INSIDE THE BUILDINGS, LAWNS AND ROADS REQUIRED FROM THE CONTRACTOR AT SMVD UNIVERSITY**

The Housekeeping services are to be maintained for common Lavatories (toilet), the class rooms, offices, verandah, stair cases, roads and open area of various building of SMVDU. The Contractor is also to get cleaned any other area as and when required and as desired by I/C Housekeeping, SMVDU in lieu of specified area. The cleaning job requires:

1. Mopping corridors, staircases, class rooms, toilets.
2. Scrubs and dries WC's Wash-basins in lavatories and other places.
3. Removes cobwebs from cleaning and nooks and corners of above area.
4. Cleaning of glass panes, light tubes covers, bulbs shades and fan blades of above area.
5. Daily general cleaning of Tank/Pool around the Inauguration Pavilion and in front of Guest House.
6. Daily general cleaning of lawns and roads in the SMVDU complex.
7. Any other work of helping nature as and when required/assigned by Incharge Housekeeping.
8. Removing choke ups in toilets etc. as and when required conventional way of cleaning.
9. Cleaning of notice board nameplates, key boxes, Aqua guards water coolers etc. daily by conventional way of cleaning.
10. Vacuum cleaning of equipments in the server/UPS room weekly using vacuum cleaner.
11. Disposal of garbage containers twice daily.
12. Cleaning of carpets, sofas, chairs etc. using vacuum cleaner as and when required.

The cleaning material, other tools and equipments viz. brooms, mops, dusters, brushes, bucket and water hoses reach-ladders, wheel barrow, etc. shall be issued by the Incharge Housekeeping, SMVDU after receipt of requirement from the supervisory staff of the Contractor.